Job Aid 13

Move Public Folder to Exchange 2000 Checklist

This checklist outlines the steps you should take to move your public folders to Exchange 2000. This checklist assumes all preparatory steps have been completed. It also assumes that an Exchange 2000 server has been installed into the downlevel Exchange organization.

Move Public Folder to Exchange 2000 Checklist: Further Details

As stated above, this document will guide you through the steps necessary to move public folders onto an Exchange 2000 server in your Exchange 5.5 organization.

Backing Up the Exchange Systems

Completion of this depends on the backup application you are using at your organization. Since this system is already running Exchange, you will need to do both an Exchange backup and a Windows 2000 backup before proceeding.

Online Downlevel Exchange Backup

To begin the backup, you will perform a complete Exchange-aware backup of the data on the originating mail server. This will include both the information stores (PRIV.EDB and PUB.EDB, if they exist) and the directory.

Online Exchange 2000 Backup

To begin this backup, you will perform a complete Exchange 2000-aware backup of the data on the receiving mail server. This should include all storage groups on the system, but can include only those storage groups you will be moving mailboxes into.

Windows NT or Windows 2000-Level Backup of the Rest of the Exchange Server

Once you have a complete on-line Exchange backup of the system, complete a Windows NT or Windows 2000-level backup of the rest of the system (depending on what operating system is installed on the server) before proceeding.

Replicating Public Folders from Downlevel Exchange System(s) to Exchange 2000 Server

Exchange public folder replication can be controlled from either the Exchange 2000 System Manager tool or the Exchange 5.5 Administrator tool. Each is discussed below.

Using the Exchange 5.5 Administrator Tool

1. Open Exchange 5.5 Administrator Tool
   From the Start menu, select the Microsoft Exchange Administrator tool.
2. Select Public Folder to be Replicated
   Open the public folder from the list of public folders at the organizational level. (This is one of several places this action can be done from.)

3. Open Replicas Property Page
   Open the properties page of the public folder, then click the Replicas tab.
4. Add Exchange 2000 Server to List of Servers with Replicas
   Select the Exchange 2000 server from the list in the left-hand pane, then click Add. If the Exchange 2000 server isn't in the list, select the site the Exchange 2000 server is in from the Site drop-down list. Then add the server using these steps. Then click OK to apply these changes.
5. After Replication, Set Exchange 2000 Server as Home Server of Public Folder
   Periodically, check the Folder Replication Status property page to determine if replication has completed. If replication is complete, both servers will show a status of In Sync. When this happens, from the Advanced property page, change the Home Server to the Exchange 2000 server.

Using the Exchange 2000 System Manager Tool

1. Open Exchange 2000 System Manager Tool
   From the Start menu, select the Microsoft Exchange System Manager tool.
2. Select Public Folder to be Replicated
   From the **Public Folders** hierarchy at the bottom of the System Manager display, select the public folder you wish to move to the Exchange 2000 server.
3. Open Replication Property Page
   Open the property pages of the folder, then select the Replication tab.
4. Add Exchange 2000 Server to List of Servers with Replicas
   Click **Add** to see a list of servers that can accept this public folder. Select the Exchange 2000 server that will receive the replica, then click **OK**.
5. Set Replication Priority
   From the Replication Priority dropdown box, select **Urgent**, then click OK to start the replication process.

Backing Up the Exchange Systems

Once you have completed your public folder replication reconfiguration, you may wish to perform another Exchange aware backup of both the originating and receiving Exchange servers. However, since this information is not only backed up nightly, but also available on another server, this is only an option, not a requirement.

Online Downlevel Exchange Backup

To begin the backup, you will perform a complete Exchange-aware backup of the data on the originating mail server. This will include both the information stores (PRIV.EDB and PUB.EDB, if they exist) and the directory.

Online Exchange 2000 Backup

To begin this backup, you will perform a complete Exchange 2000-aware backup of the data on the receiving mail server. This should include all storage groups on the system, but can include only those storage groups you will be moving mailboxes into.

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This is a preview edition of the Microsoft Exchange 2000 Server Upgrade Series. The final documentation will be available in November 2000.